DCIPS Occupational Structure Review

May 2009

DCIPS

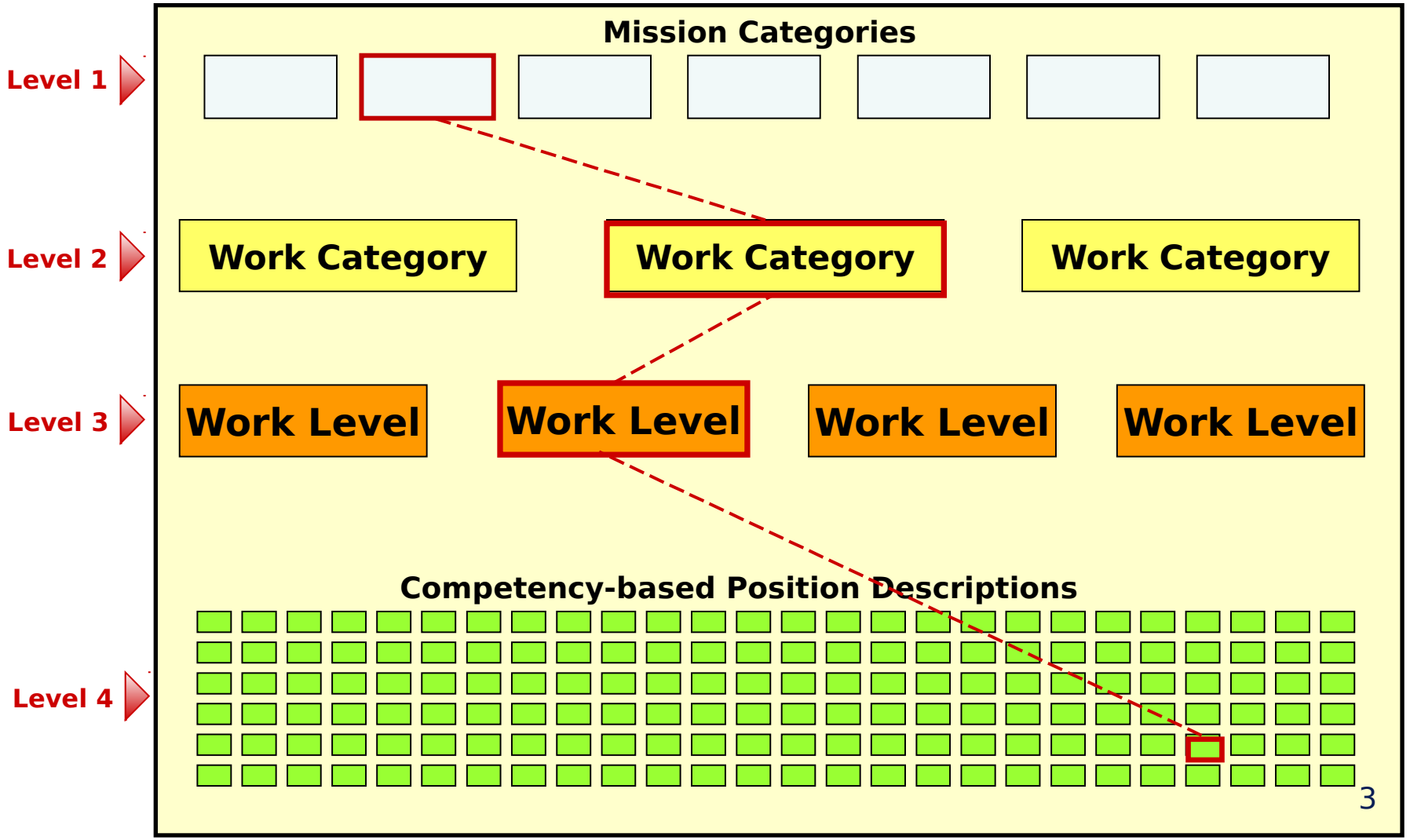
DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM

Agenda

- Occupational Structure Overview
- Mission Categories
- Work Categories
- Work Levels
- How Positions Map to Occupational Structure
- How Pay Bands Map to Work Categories and Work Levels
- Contact Information

Occupational Structure Overview

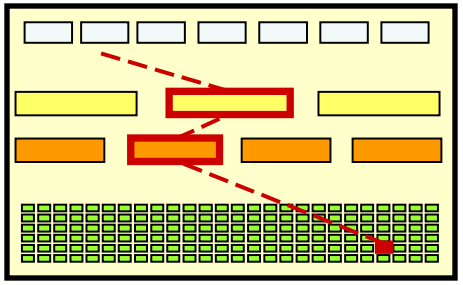
DCIPS
DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM



Mission Categories

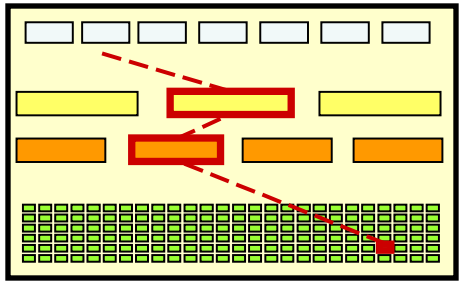
Mission Categories are derived from those in the National Intelligence Program budget structure. They shall be used to the extent practical to categorize DCIPS occupations or positions performing similar or related missions or functions

- USD(I) has defined seven Mission categories (Volume 2007):
  - Collection and Operations
  - Processing and Exploitation
  - Analysis and Production
  - Research and Technology
  - Enterprise Information Technology
  - Enterprise Management and Support
  - Mission Management



Work Categories

Work Categories - Broad sets of related occupational groups that are characterized by common types of work



- USD(I) has defined three Work Categories
  - Technician/Administrative Support
  - Professional
  - Supervision/Management

Work Categories

DCIPS
DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM

Technician/Administrative Support

- Positions that primarily involve support for the operations and functions of a particular type of work or organizational unit
- Activities are technical or administrative in nature
- Positions in this category typically are covered by the Fair Labor Standards Act

Technician/ Administrative Support Occupational Series and Job Title Examples	**0083**	**Police Officer**
	0203	**Human Resources Assistant**
	0303	**Administrative Support Assistant**
	0332	**Computer Operator**
	0544	**Civilian Pay Technician**

Work Categories

DCIPS
DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM

Professional

- Positions primarily involve professional or specialized work that requires the interpretation and application of concepts, theories, and judgment
- As a minimum, all groups in this category require either a bachelor's degree or equivalent experience for entry
- This w[illegible]eer progre[illegible]

Professional Occupational Series and Job Title Examples		
	0080	Security Specialist
	0132	Intel Officer
	0511	Auditor
	0830	Mechanical Engineer
	0201	Human Resources Specialist
	0301	Staff Officer
	2210	IT Specialist

Work Categories

Supervision/Management

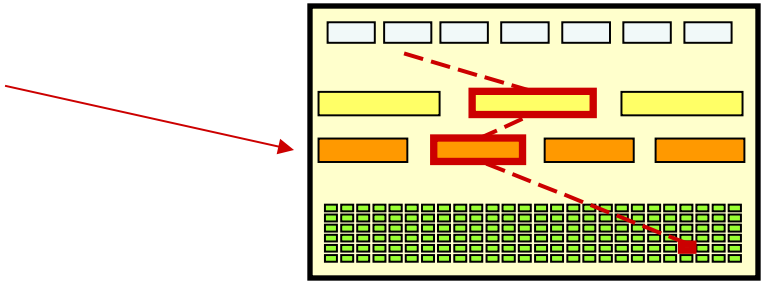
- Positions that primarily involve:
  - Planning, directing, and coordinating the operation of units
  - Developing and/or executing strategy
  - Formulating and/or implementing policies
  - Overseeing daily operations
  - Ma[illegible]s

Supervision/ Management Occupational Series and Job Title Examples		
	0080	*Supervisory* Security Specialist
	0132	*Supervisory* Intelligence Officer
	0501	*Supervisory* Financial Specialist
	0201	*Supervisory* Human Resources Specialist
	0301	*Supervisory* Administrative Officer
	2210	*Supervisory* IT Specialist

Work Levels

Work Levels -General descriptions that define work in terms of increasing complexity, span of authority/responsibility, level of supervision (received or exercised), scope and impact of decisions, and work relationships, associated with a particular work category.

- USDI has defined four work levels:
  - Entry/Developmental
  - Full Performance
  - Senior
  - Expert



Work Level – Entry/Developmental

Entry/Developmental

- Work at this level involves:
  - Learning and applying basic procedures
  - Acquiring competencies through training and/or on-the-job experience

- Positions in the Technician/Administrative Support Work Category at this level :
  - Involve independent performance of duties
  - Have a primary function of executing established office procedures and standard program practices

Work Level – Full Performance

DCIPS
DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM

Full Performance

- Work at this level involves:
  - Independently performing the full range of non-supervisory duties assigned to the employee

- Employees at this level have:
  - Successfully completed required entry-level training or developmental activities, either within Army Intelligence or prior to joining Army Intelligence
  - Full understanding of a technical or specialty field
  - Independently handle situations or assignments with minimal supervision

The Full Performance Work Level has positions in the following work categories:

- Technician/Administrative Support
- Professional
- Supervisor/Manager

Work Level - Senior

Senior

- Work at this level involves:
  - Complex assignments that require extensive knowledge and experience in a technical or specialty field
- Employees at this level:
  - Receive broad objectives and guidelines from the supervisor
  - Act independently to establish priorities and deadlines
  - May lead and coordinate special projects, teams, tasks, and initiatives
  - Are likely to have an impact beyond the employee's immediate organization

The Senior Work Level has positions in the following work categories:
Technician/Administrative Support
Professional

Work Level - Expert

Expert

- Work at this level involves:
  - An *extraordinary* degree of specialized knowledge or expertise

- Employees at this level:
  - Set priorities, goals, and deadlines
  - Accomplish critical mission goals and objectives
  - Create formal networks involving coordination among groups across the IC and other external organizations

The Expert Work Level has positions in the following work categories:

Professional

Supervisor/Manager

Work Level – Supervisor & Manager

DCIPS
DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM

Supervisor

- Plans, directs, assigns, leads, and monitors work
- Hires or selects employees, and manages and appraises employee and organizational performance.
- Makes decisions that impact the resources (people, budget, material) of the work unit
- Collaborates with supervisors across the organization

Manager

- Supervises other subordinate managers and/or supervisors
- Directs and allocates resources (people, budget, material) across the organization
- Sets organizational goals, objectives, and priorities
- Interacts with, influences and persuades high-

The Supervisor & Manager Work Levels have positions in the following work categories:

Professional

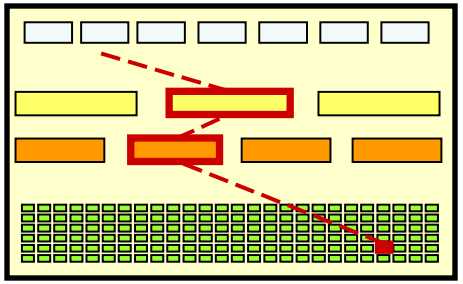
Senior

Expert

How Positions Map to the Occupational Structure

DCIPS
DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM

Example: Human Resources Specialist – Pay Band 3



Mission Category	**Enterprise Management & Support**
Work Category	**Professional**
Work Level	**Full Performance**
Competency-based Position Description	**Performs, advises, develops, reviews…**

Mapping Pay Bands to Work Categories and Work Levels

DCIPS
DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM

Pay Bands and Salary Ranges*	Work Categories		
	Technician/ Administrative Support	Professional	Supervision/Management
Pay Band 1 $17,540 - $45,753	**Entry/ Developmental Level**		
Pay Band 2 $33,477 - $61,628	**Full Performance Level**	**Entry/ Developmental Level**	
Pay Band 3 $49,544 - $96,509	**Senior Level**	**Full Performance Level**	**Supervisor/Manager Level (Full Performance)**
Pay Band 4 $70,615 - $114,047		**Senior Level**	**Supervisor/Manager Level (Senior)**
Pay Band 5 $98,156 - $134,148		**Expert Level**	**Supervisor/Manager Level (Expert)**

***Salary ranges are for Base Pay rate and do not include a Local Market Supplement (LMS)**

DCIPS Conversion Calculator

The DCIPS Conversion Calculator will help you:

- Understand the DCIPS conversion process

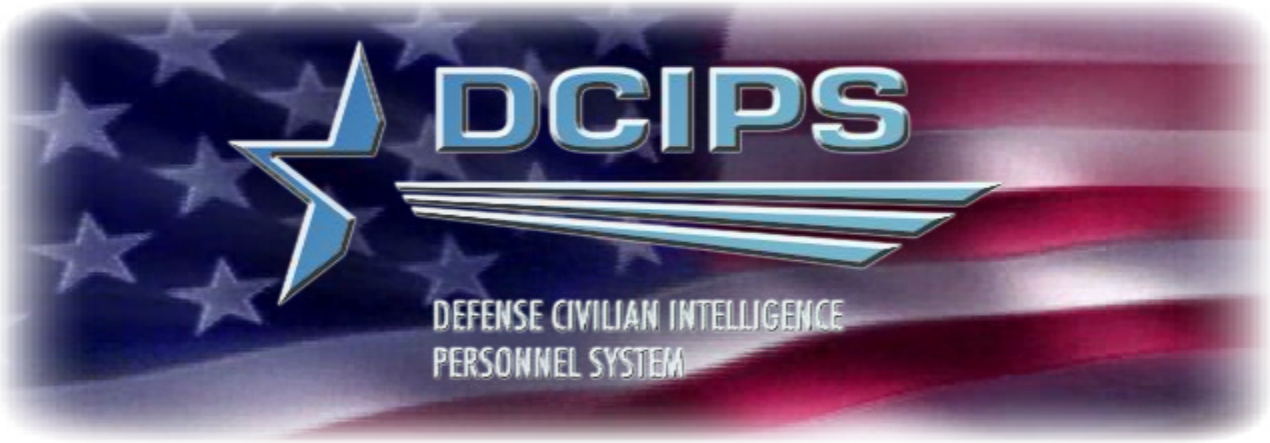
- Determine your DCIPS work category, work level, and pay band, and estimated within-grade increase (WGI) buy-in **(It is not intended to result in official conversion information)**

The calculator can be found using the following link:
http://dcips.dtic.mil/convcalc/convcalc.html

USDI DCIPS Website

NIPRnet: **http://dcips.dtic.mil/index.html**

Army IPMO DCIPS Website



NIPRnet: http://www.dami.army.pentagon.mil/site/dcips/
SIPRnet: http://www.dami.army.smil.mil/site/dcips
JWICS: http://www.dami.ic.gov/site/dcips

Contact Us

Your Command Transition Manager

Ms. Yolanda Watson
Chief, Intelligence Personnel Management Office (IPMO)
Phone: 703-695-2443/DSN: 225-2443

Ms. Vieanna Huertas
Army DCIPS Implementation Lead, IPMO
Phone: 703-695-1070/DSN: 225-1070

Mr. Mark Johnson
Alternate Army DCIPS Implementation Lead
Phone: 703-695-3689/DSN: 225-3689

DCIPS E-Mail Inbox
NIPRnet: DCIPS@us.army.mil
JWICS: DCIPS@dami.ic.gov
SIPRnet: DCIPS@dami.us.army.smil.mil